

Ai Jantrania

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WORK EXPERIENCE

Executive Assistant • IMEX America

March 2011 – November 2012

- Executive Assistant for the President
 - Translated both business and technical documents (weekly meeting minutes, reports, presentations, emails) into Japanese and English.
 - Prepared monthly performance presentation in Power Point.
 - Collected and organized necessary data from sales results, production reports, and financial reports into a spread sheet for analysis.
 - Arranged and coordinated meetings with international and domestic visitors including booking hotels, restaurants and transportation.
 - Provided administrative supports for the president - answering phone calls, maintaining schedule, coordinating travels.

Translator / Interpreter • JAE Oregon

August 2010 – February 2011

- Assistant to Japanese technician
 - Scheduled and coordinated meetings and training sessions.
 - Provided interpretation for technical instructions during training sessions.
- Translation Project
 - Translated both business and technical documents (presentations, manuals, engineering drawings) into Japanese and English.

Translator / Interpreter • Miller Nash LLP

December 2009 - Present

- Translated business documents for legal proceedings.
- Interpreted at the legal deposition providing accurate and smooth communication between prosecutor and defendant.

Teacher's Assistant / Math and Accounting Tutor • Portland Community College October 2008 - June 2009

- Assisted accounting instructor.
- Tutored students in accounting and math.

Administrator/ Secretary • Berlitz Japan

May 2007 - February 2008

- Interacted with clients and handled their concerns and complaints.
- Communicated with employees in other branches for schedules and clients' information.

EDUCATION

University of Tokyo, Japan • BA in Liberal Arts & Sciences – Biofunctions

University of Illinois Urbana, IL • Study Abroad - Molecular Cellular Biology & Intercultural Communications

Portland Community College, OR • Business/Accounting